

**Minutes of the Healthcare Data Advisory Council  
November 17, 2009**

Board Room 1586  
Alabama Department of  
Public Health  
The RSA Tower  
Montgomery, Alabama

**Members Present**

Donald E. Williamson, M.D., Chairman – State Health Officer  
Beth Anderson - Alabama Hospital Association (AlaHA)  
Laura Bell - AlaHA  
Rick Finch – Business Council of Alabama (BCA)  
Beth Goodall - AlaHA  
Keith Granger – AlaHA  
Linda Jordan - AlaHA  
Michael Jordan – BCA  
Donna Joyner – Public Education Employees Health Insurance Plan (PEEHIP)  
William McCollum, M.D. – Mineral District Medical Society  
Patty Miller - AlaHA  
Michael O’Malley – Alabama Association of Health Plans  
Alan Stamm, M.D. - Association for Professionals in Infection Control (APIC)  
Debbie Unger – State Employees Insurance Board (SEIB)  
Susan Warren – Blue Cross Blue Shield of Alabama (BCBSAL)

**Members Absent**

Wickliffe Many, M.D. – Medical Association of the State of Alabama (MASA)

**Members to be Appointed**

MASA (2)  
Governor’s Office Consumer Member

**Staff Present**

Greg Locklier, Legal  
Kelly Stevens, Communicable Disease Control and Prevention  
Nina Hassell, Communicable Disease Control and Prevention  
Sharon Thompson, Communicable Disease Control and Prevention  
Tina Pippin, Communicable Disease Control and Prevention  
Cheri Roy, Communicable Disease Control and Prevention  
Michele Williams, Communicable Disease Control and Prevention

Charles Woernle, M.D., M.P.H, Communicable Disease Control and Prevention

**CALL TO ORDER:**

The 1<sup>st</sup> meeting of the Healthcare Data Advisory Council was called to order at 8:30 am by Chairman, Dr. Williamson, and roll call was taken. A quorum was present.

**OVERVIEW OF THE OPEN MEETING ACT 36-25A (EXHIBIT "A"):**

Greg Locklier briefed the Council on the Open Meeting Act and explained that all meetings of the Healthcare Data Advisory Council must follow the rules of the Open Meeting Act. Mr. Locklier provided hard copies of the act along with his contact information.

**PROPOSED PROCEDURES (EXHIBIT "B"):**

Dr. Williamson suggested to the Council that The Standard Code of Parliamentary Procedure, Alice Sturgis, ©2001 McGraw-Hill, be adopted as the parliamentary procedure for the Healthcare Data Advisory Council. The Council recommended approval; the motion carried unanimously.

Dr. Williamson discussed quorums, voting, work groups, and procedures for information dissemination. A quorum shall be the majority of appointed members. Decision making and voting must occur at in person and with a quorum present. Proxy voting is not allowed. Technical committees and work groups may be appointed, but must follow the Open Meeting Act. An Email Group will be created to allow dissemination of information among Council members and ADPH staff. Council members can send information to the Healthcare-Associated Infections (HAI) Program Manager, Kelly Stevens, who will disseminate it to the Council; Council members shall "reply to all" when using Email so that a public record can be maintained. All records of meetings, Emails, and attachments will be maintained as public records.

**TERMS OF COUNCIL:**

Dr. Williamson is mandated by law to split the council into two even groups with the first group serving a first term of office of two years and the second group serving a first term of office of four years, and, thereafter appointees will serve a four-year term. Consideration from the appointing authorities and appointed members was gathered prior to the meeting. The terms of the Council will be split as follows:

**2 Year First Term of Office**

- Laura Bell – AlaHA
- Beth Goodall – AlaHA
- Linda Jordan – AlaHA
- Rick Finch – BCA
- Michael O’Malley – AL Assoc Health Plans
- Donna Joyner – PEEHIP
- To be appointed – MASA
- To be appointed – MASA
- To be appointed – Consumer

**4 Year First Term of Office**

- Alan M. Stamm – APIC
- Keith Granger – AlaHA
- Beth Anderson – AlaHA
- Patty Miller – AlaHA
- Michael Jordan – BCA
- Susan Warren – BCBSAL
- William McCollum, M.D. – Mineral District
- Debbie Unger – SEIB
- Wickliffe Many, M.D. – MASA

**PROPOSED STATE HAI PREVENTION PLAN (EXIBITS “C,D,E,F, G”):**

The Council was provided electronic and hard copy documents of the Mike Denton Infection Reporting Act, the Health and Human Services (HHS) Action Plan to Prevent Healthcare-Associated Infections, Centers for Disease Control and Prevention (CDC) Template for State Healthcare-Associated Infection (HAI) Plans, Alabama draft HAI Prevention Plan, and Summary of Alabama draft HAI Prevention Plan. The Alabama HAI Prevention Plan must be submitted to HHS and the CDC by January 1, 2010. Kelly Stevens presented the summary of the proposed draft State HAI Prevention Plan, and, the Council discussed each of the four sections of the plan including 1) Develop or Enhance HAI Program Infrastructure, 2) Reporting, Detection, Response, and Surveillance, 3) Prevention, and 4) Evaluation and Communication. Dr. Williamson recommended that the draft HAI Prevention Plan be updated with Council approved revisions and be

disseminated to the Council prior to the December 17, 2009 scheduled Council meeting. Dr. Williamson recommended that the Council vote on submission of the revised plan at the December 17, 2009 Council meeting. Both motions carried unanimously.

**ADJOURNMENT:**

A motion was made to adjourn the meeting at 11:30 AM. The motion carried unanimously. The next meeting is scheduled for December 17, 2009 at 1:00 PM.

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Donald E. Williamson, M.D., Chairman  
Healthcare Data Advisory Council